

ASSISTANT POLICE CHIEF

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a responsible administrative position, the primary duties of which are assisting the Police Chief in planning and supervising the operations of the department. The employee of this class assists in the planning and directing of departmental operations, including the management of personnel; maintaining department equipment, property, and supplies; managing record-keeping; performing public relations duties; and assisting in directing law enforcement activities of the department. The incumbent of this class may be required to perform the duties of the Police Chief in the Chief's absence. The Assistant Police Chief works with a high degree of independence, reporting to and having work reviewed by the Police Chief. This class ranks directly below that of Police Chief.

EXAMPLES OF WORK.

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Assists the Police Chief in planning, directing, and supervising activities of the department. Performs the duties of the Police Chief in the Chief's absence. Conducts inspections of various services of the department and observes department operations. Investigates complaints against department personnel and formulates a recommendation for reply to the complaint or for action to be taken. Organizes and manages a personnel recruitment and selection program. Interviews prospective employees and makes recommendations for hiring. Investigates all accidents involving department equipment or personnel and makes recommendations on procedure to avoid future accidents. Sees that all department personnel policies conform to EEOC standards. Works with boards and agencies whose rules and operations affect the careers of police department employees or the work of the police department. Supervises and performs law enforcement functions of the department, which may include patrol, criminal investigation, special operations, jail operations, and handling of juveniles.

Gathers information to be used in budget preparation. Assists the Police Chief in preparing the departmental operating budget. Authorizes expenditure of funds allocated for police department operation, making sure that such expenditures are in accordance with the budget. Reviews and signs purchase requisitions, vouchers for payment, or related financial records and sees that

they are paid in accordance with departmental policy.

Supervises the preparation of records, reviewing those completed by subordinates. Determines what information should be included in department records and in what form this information should be kept. Personally completes all forms and records required to document department activity. Writes newspaper articles, letters, and requests for grants to aid in the operation of the police service.

Promotes a positive public image of the work of the department in the daily performance of duties. Acts as department representative to the news media. Coordinates special public service projects including community relations programs and related programs to enhance the public image of the police department.

Supervises subordinate department employees. Reviews reports written by subordinates. Discusses performance of subordinates with the Police Chief. Counsels employees who are experiencing work problems. Conducts corrective interviews and administers disciplinary action as directed.

Provides on-the-job training for department members. Serves as an instructor for formal instructions provided by the department.

Manages the general care, maintenance, and use of departmental equipment, vehicles, and related property. Purchases or recommends the purchase of equipment and supplies in the manner provided by lawful authority, keeping such purchases within the established budget. Supervises the checking of all police department equipment, such as communications systems or police units to assure that equipment is in correct operating condition.

Performs and related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must have a valid Louisiana driver's license.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, being a qualified elector of the State of Louisiana and passing a civil service test for that position.

After offer of promotion, but before beginning work in this class, must pass a medical examination prepared and administered by an authorized Doctor authorized by the Appointing Authority,

designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without reasonable accommodation.

Must be a regular and permanent employee in the class of Police Captain with the City of Zachary Police Department with at least two (2) years in that class immediately preceding the closing date for application to the board.

ZA	05-17-82
Rev	05-23-83
	06-24-97
	09-03-99
	06-25-02
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